



KING COUNTY
FISCAL SPECIALIST II
(JUDICIAL CASHIER)
DEPARTMENT OF JUDICIAL ADMINISTRATION
Hourly Rate Range: \$16.81 - \$21.31
Job Announcement: 06WM6044
OPEN: 5/3/06 CLOSE: 5/16/06

WHO MAY APPLY: This position is an opportunity for King County career service employees and the general public, with preference given in that order.

WHERE TO APPLY: Required forms and materials **must** be sent to the Department of Judicial Administration, **516 3rd Ave., Room E609, Seattle, WA 98104**. Applications materials **must be received by 4:30 p.m. on the closing date**. (Postmarks are **NOT ACCEPTED**.) Contact Karen Lazzara at (206) 296-7835 for further inquiries. ***PLEASE NOTE:*** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), résumé and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

PRIMARY WORK LOCATION: King County Courthouse, Seattle, Washington.

WORK SCHEDULE: This position reports Monday through Friday, days with rotating shifts and some weekends. It is a full-time, 40 hour per week position. This position is overtime eligible.

PRIMARY JOB FUNCTIONS: This position interacts heavily with varying levels of the public, members of the Bar, Court, law enforcement and other government agencies and works in a high activity environment. Main responsibilities include, but are not limited to:

- Handling cash and checks from nominal to large amounts.
- Entering payment information on a PC based receipting system.
- Receiving and processing, interpreting legal documents.
- Determining action to take for case filings, such as assigning appropriate case number, Judge and trial schedule.
- Performing research of criminal and civil payments on various automated accounting and court management systems.
- Work in a team setting, including helping other sections in order to meet department deadlines.
- Performing other Clerk's functions as ordered by the Court.

QUALIFICATIONS: Applicant's experience must demonstrate the following knowledge, skills, and abilities:

- A minimum of two years experience in handling a large volume of cash and checks with extreme accuracy.
- A minimum of two years experience in a customer service position in a high volume capacity.
- Ability to deal effectively with difficult customers.

- Ability to handle multiple tasks simultaneously with extreme accuracy, while establishing priorities.
- Be punctual and attend work on a steady, consistent basis, 5 days/week, with some overtime required.
- Ability to work efficiently and accurately in a fast-paced environment under minimal supervision, while maintaining tact, professionalism and confidentiality at all times.
- Ability to make sound decisions and follow oral and written instructions.
- Ability and experience to work as part of a team.
- Skill in taking initiative.
- Skill in acquiring knowledge of specialized terminology.
- Strong verbal communication skills

DESIRABLE SKILLS: Knowledge of legal documents and court rules and/or procedures; experience in a judicial environment.

NECESSARY SPECIAL REQUIREMENTS:

- No felony convictions in the last 7 years.
- Ability to stand for an extended period on a daily basis.
- Repetitive use of hands and wrists.
- Must be able to work occasionally at other locations.

CLASS CODE: 8379 SEQUENCE NUMBER: 0015